



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Sheila Y. Oliver**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING NUMBER</b>	207-22	<b>ISSUE DATE</b>	5/19/2022	<b>CLOSING DATE</b>	6/2/2022					
<b>TITLE</b>	Affirmative Action Officer 2									
<b>LOCATION</b>	Department of Human Services Office of Equal Employment Opportunity 222 S. Warren Street Trenton, New Jersey 08625	<b>RANGE</b>	Y28							
		<b>SALARY</b>	\$78,283.00- \$111,555.82							
		<b>OPEN TO</b>	CURRENT STATE EMPLOYEES							
<b>DEFINITION</b>	<p>Under direction of the Commissioner or Chief Executive Officer, in an executive department, college, or independent agency of less than 4,000 regular employees with a centralized Equal Employment Opportunity and Affirmative Action Program or under the general direction of an Affirmative Action Officer 1 and/or the Chief Operations Officer, in an institution, division, or enforcement agency of 1,000 regular employees or more, within a department or agency with a decentralized Equal Employment Opportunity and Affirmative Action Program, has responsibility for the planning, implementation, development, and supervision of the component's Equal Employment Opportunity and Affirmative Action Program and ensuring compliance with state and federal statutes, rules, and regulations, Executive Orders and guidelines, including those directed by the Department of Personnel, Division of Equal Employment Opportunity and Affirmative Action; does related work as required.</p> <p>Note: Under the direction of the Office of Equal Employment Opportunity (EEO) Director, conducts investigations into complaints of discrimination, trains employees on the New Jersey State Policy Prohibiting Discrimination in the Workplace, and does related work as required.</p>									
<b>REQUIREMENTS</b>										
<b>EDUCATION</b>	Graduation from an accredited college with a Bachelor's degree.									
<b>EXPERIENCE</b>	Four (4) years of technical experience in the planning and/or operation of programs designed to further the training and employment opportunities for youth, minorities, women, veterans, the handicapped, and/or older workers.									
<b>NOTE</b>	<p><b>NOTE:</b> Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.</p> <p><b>NOTE:</b> A Master's degree in Public Administration or Personnel Administration, or other related field, may be substituted for one (1) year of the required experience.</p>									
<b>NOTE FOR FOREIGN DEGREES</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.									
<b>LICENSE</b>	Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.									
<b>IMPORTANT NOTICE</b>										
<b>RESIDENCY</b>	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.									
<b>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made. <i>All State workers are required to be fully vaccinated or submit to weekly COVID testing as of October 18<sup>th</sup>, 2021. To comply with that requirement, fully vaccinated staff must provide proof of vaccination status</i>									
<b>DRUG SCREENING</b>	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.									
<b>FILING INSTRUCTIONS</b>										
Forward a cover letter and resume electronically to: <a href="mailto:DHS-CO.Resumes@dhs.nj.gov">DHS-CO.Resumes@dhs.nj.gov</a> You must include the Job Posting # in the subject line of your email.										

New Jersey Department of Human Services is an Equal Opportunity Employer